

# Creating a Facility License

**Note:** You must have an assignment to the provider record to create a Facility License for the provider.

1. From your desktop, select the Provider Work icon. This will open the Create Provider Work page.

The screenshot shows the eWiSACWIS interface. At the top is a dark blue navigation bar with the logo 'eWiSACWIS' and several menu items: Actions, Financial, State, Security, Refresh, and Search. Below this is a lighter blue bar with tabs: Home, Cases (7), Providers (4), Approvals (5), Access Reports (0), and JCPC Referrals (0). The 'Providers (4)' tab is active. Below the tabs, the word 'Providers' is displayed. To the left, there's a 'Filter by:' section with checkboxes for 'Date restricted', 'Not approved/cancelled', and 'Multiselect'. To the right, it says 'Providers: 4'. Further right, there are two buttons: 'Create provider work' (highlighted with a red box) and 'Create private'. Below these buttons is a search bar and a refresh icon.

2. From the License drop-down, select Facility License. Select the appropriate provider and click Create.

The screenshot shows the 'Create Provider Items' form in eWiSACWIS. The form has a dark blue header with the logo 'eWiSACWIS' and 'Print' and 'Help' buttons. The main content area is divided into two panels. The left panel, titled 'Create Provider Items', contains several dropdown menus with icons: Administrative, Check, Imaging, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'License' dropdown is open, showing a list of options: 'Create Physical Address', 'Mailing Address', 'Maintain Physical Address', and 'Maintain Provider'. The right panel, titled 'Providers', contains a list of providers: 'ABC Shelter Care (9221765)', 'Hunnicut, BJ (70000000)', and 'Pierce, Benjamin (70000001)'. At the bottom right, there are 'Create' and 'Close' buttons.

3. Select the appropriate Class. If applicable, add the Geographic Area(s) to be Served, Other License(s) and Specialty Programs/ Services Offered/Target Groups by clicking the appropriate Insert button.

Facility License - Windows Internet Explorer

**eWiSACWIS** Resource Print Spell Check Help

**Provider**

Name: [ABC Group Home \(8055782\)](#) Licensor: Worker Rusk  
Type: Group Home Class: Corporation

**Provider** | **License Information** | **Fees** | **Site Visits** | **Non-Site Visits** | **Enforcements** | **Complaints/SIRs**

**Physical Address**

Primary Contact: Bucky Badger  
C/O:  
Address: 123 State Street  
Madison, WI 53701  
Phone: (608)555-1212 Ext:  
Email: [info@ABCGroupHome.com](mailto:info@ABCGroupHome.com)  
Fax: (608)555-1234  
County of Residence: Dane

**Geographic Area(s) to be Served**

Geographic Area	
<span>All Counties</span>	<a href="#">Delete</a>

[Insert](#)

**Other License(s)**

Other License(s)	
<span>Adult Day Care</span>	<a href="#">Delete</a>
<span>Group Home</span>	<a href="#">Delete</a>

[Insert](#)

**Specialty Programs / Services Offered / Target Groups**

Program/Service/Group	
<span>Teen Mothers with Babies</span>	<a href="#">Delete</a>

[Insert](#)

[Save](#) [Close](#)

100%

- Click on the License Information tab. In the Application Activity group box, click the Insert button. This will open the License Information page.

Facility License - Windows Internet Explorer

**eWiSACWIS** Resource Print Spell Check Help

**Provider**  
Name: [ABC Group Home \(8055782\)](#) Licensor: Worker Rusk  
Type: Group Home Class: Corporation

**Provider** | **License Information** | Fees | Site Visits | Non-Site Visits | Enforcements | Complaints/SIRs

**Application Activity**

Materials Sent to Licensee	Application Materials Received	Decision	Date
<b>Insert</b>			

**License Information**

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
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**Additional Information**

Date Initial Application: 00/00/0000 Date Probationary License Issued: 00/00/0000 Date Regular License Issued: 00/00/0000

Date Facility License Closed: 00/00/0000 Reason Closed:

Specialized Program(s):

☐ View Made in Error

**Save** **Close**

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5. The License Information page opens with the Decision defaulting to Pending. Enter the applicable dates in the Materials Sent to Licensee and Application Materials Received fields.

**Note:** If the Licensors is different from the primary licenser assigned to the provider record, click the Search hyperlink next to the Licensors field at the top of the page and search for the licenser.

**Note:** When creating the “License Continuation Process” document, the Materials Sent to Licensee will fill to today’s date. When creating the “Warning – Past Due License Continuation Process” letter, the Warning Notification date will fill with today’s date. When creating the “Final Notice – Probationary License Expiring” letter, the Final Notification to Licensee will fill with today’s date.

6. Select the appropriate Decision and enter the Decision Date. To license the provider, select Create License.

The screenshot shows the 'License Information -- Webpage Dialog' window in the eWiSACWIS system. The window has a title bar and a menu bar with options: Resource, TM, Print, Spell Check, and Help. The form is divided into three main sections: Provider, Application Activity, and License.

**Provider Section:**

- Name: [ABC Group Home \(8055782\)](#)
- Licensors: Worker Rusk
- Type: Group Home
- Status: Pending
- Search button
- Completed checkbox

**Application Activity Section:**

- Materials Sent to Licensee: 00/00/0000
- Application Materials Received: 00/00/0000
- Warning Notification: 00/00/0000
- Final Notification to Licensee: 00/00/0000
- Decision: Pending (dropdown menu)
- Decision Date: 00/00/0000

**License Section:**

- License Type: (dropdown menu) ☐ Amended
- Effective From: 00/00/0000
- Effective To: 00/00/0000
- LOT Sent: 00/00/0000
- Amount Due:
- Operated for Profit: ☒
- Owner Type: (dropdown menu)
- Capacity: 8
- Gender: Male
- Age Range: 12 to 17
- Sponsor: (text field)
- Specialized Program(s) (select all that apply): ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐
- ☐ Change Licensee (Parent Agency):

Buttons: Save, Close

7. In the License group box, select the appropriate License Type. When you enter the Effective From Date, eWiSACWIS will determine the Effective To date (1<sup>st</sup> Probationary and 2<sup>nd</sup> Probationary licenses are effective for 6 months and a Regular license is effective for 2 years). If the Effective To date should be prior to this date, update the Effective To date. Enter the LOT Sent date. Select the Owner Type. Enter the Sponsor, if applicable. Select any Specialized Program(s), if applicable.

**Note:** The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click on the Name hyperlink in the Provider group box at the top of the page [in this example: [ABC Group Home \(8055782\)](#)].

**Note:** The Amount Due field will pre-fill based on the type of provider license (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular), type of provider (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, it will enter a row (License Fee Due) on the Fees tab of the Facility License page.

8. When all applicable data has been completed, click Save. Under the Options drop-down, select the Facility License and Letter of Transmittal option and click Go to export the license and LOT.

**License Information -- Webpage Dialog**

**eWiSACWIS** Resource TM Print Spell Check Help

**Provider**

Name: ABC Group Home (8055784) Licensors: Worker Rusk [Search](#) ☐ Completed

Type: Group Home Status: Pending

**Application Activity**

Materials Sent to Licensee: 12/03/2014 Application Materials Received: 12/22/2014

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 01/16/2015

**License**

License Type: 1st Probationary ☐ Amended

Effective From: 01/16/2015 Operated for Profit: ☒

Effective To: 06/30/2015 Owner Type: Corporation/Profit

LOT Sent: 01/16/2015 Capacity: 8 Gender: Male Age Range: 12 to 17

Amount Due: \$66.55 Sponsor:

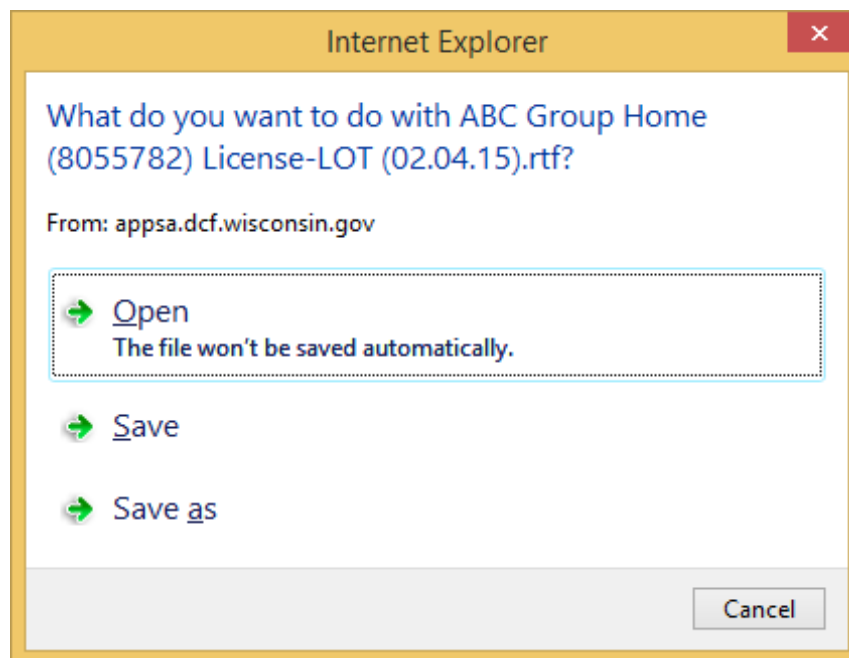
Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☒ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: Text [Go](#) [Save](#) [Close](#)

Facility License and Letter of Transmittal  
Final Notice - Probationary License Expiring  
License Continuation Process  
Warning - Past Due License Continuation Process

9. A pop-up to either open or save the license and LOT will appear. Select “Save as” and save the file to a location on your computer. To add the license and LOT to PIE, access the documents from the location on your computer.



10. When all information has been completed and you are ready to license the facility, click the Completed checkbox on the top right of the page and then click Save.
11. Click the Close button to return to the Facility License page.

**License Information -- Webpage Dialog**

**eWiSACWIS** Resource TM Print Spell Check ABC Help ?

**Provider**

Name: [ABC Group Home \(8055782\)](#) Licensors: Worker Rusk ☒ Completed

Type: Group Home Status: Active

**Application Activity**

Materials Sent to Licensee: 12/03/2014 Application Materials Received: 12/22/2014

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 02/04/2015

**License**

License Type: 1st Probationary ☐ Amended

Effective From: 02/04/2015 Operated for Profit: ☒

Effective To: 07/31/2015 Owner Type: Corporation/Profit

LOT Sent: 02/04/2015 Capacity: 8 Gender: Male Age Range: 12 to 17

Amount Due: \$66.55 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☒ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options:  Go

12. The license has been added to the License Information section at the bottom of the page. To view the license, click the license ([1st Probationary](#) in this example) in the Type column.

The screenshot shows the 'eWiSACWIS' web application in a Windows Internet Explorer browser. The page title is 'Facility License - Windows Internet Explorer'. The application header includes 'eWiSACWIS' and navigation links: Resource, Print, Spell Check, and Help. The main content area is divided into sections: Provider, License Information, Fees, Site Visits, Non-Site Visits, Enforcements, and Complaints/SIRs. The 'Provider' section shows 'Name: ABC Group Home (8055782)' and 'Type: Group Home'. The 'License Information' section contains a table with the following data:

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">1st Probationary</a>	Active	02/04/2015	07/31/2015	8	12 to 17	Male	Worker Rusk

Below the table are 'Save' and 'Close' buttons. The 'Application Activity' section is also visible, showing a table with columns: Materials Sent to Licensee, Application Materials Received, Decision, and Date. An 'Insert' button is located below this table.

13. It should be noted that the license could remain pending. On the License Information page, do not select the Completed checkbox. You can then access the pending application in the Application Activity section of the Facility License page by clicking on Decision hyperlink ([Create License](#) in this example).

The screenshot shows the 'eWiSACWIS' web application in a Windows Internet Explorer browser. The page title is 'Facility License - Windows Internet Explorer'. The application header includes 'eWiSACWIS' and navigation links: Resource, Print, Spell Check, and Help. The main content area is divided into sections: Provider, License Information, Fees, Site Visits, Non-Site Visits, Enforcements, and Complaints/SIRs. The 'Provider' section shows 'Name: ABC Group Home (8055782)' and 'Type: Group Home'. The 'License Information' section contains a table with the following data:

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">1st Probationary</a>	Active	02/04/2015	07/31/2015	8	12 to 17	Male	Worker Rusk

Below the table are 'Save' and 'Close' buttons. The 'Application Activity' section is also visible, showing a table with columns: Materials Sent to Licensee, Application Materials Received, Decision, and Date. The table contains one entry:

Materials Sent to Licensee	Application Materials Received	Decision	Date
12/03/2014	12/22/2014	<a href="#">Create License</a>	02/04/2015

An 'Insert' button is located below this table.

## Creating a Continuation License

**Note:** On the 25<sup>th</sup> of each month, a pending continuation license is created for 1<sup>st</sup> probationary, 2<sup>nd</sup> probationary, and Regular licenses for licenses that are due for continuation in 65 days.

1. From your desktop, click on the Provider tab and locate the provider for which you are creating a continuation license. Click on the provider to display a list of work for the provider. Click on licenses to display a list of licenses for the provider. Click the [Facility License](#) hyperlink to open the Facility License page.

**Mike Piazza (20181)**  
Provider details: Child Placing Agency  
License status: Active - Regular

Provider address: 123 Test  
Allouez, WI 54301 (Brown County)  
(920) 555-1212

Primary worker/licensor: Rusk, Worker

Actions: [Please select an action](#)

**View provider information**

- Agreements and Notices
- Assignments
- Basic
- Characteristics
- Checks
- Licenses
- Narratives
- Parent Agency
- Payment Requests
- Placements
- Services

**Licenses**

- [Facility License](#)

Effective From	Effective To	Type	Status
12/01/2014	11/30/2016	Regular	Active
12/02/2012	11/30/2014	Regular	Renewed
11/28/2012	11/27/2012	Regular	Renewed
11/28/2012	12/01/2012	Regular	Renewed
08/04/2011	11/27/2012	Regular	Renewed
09/16/2010	08/03/2011	Regular	Renewed

2. On the Facility License page, click on the License Information tab. In the Application Activity group box, click the [Pending Continuation](#) hyperlink. This will open the License Information page.

**Facility License - Windows Internet Explorer**

**eWiSACWIS**

Resource [Print](#) [Spell Check](#) [Help](#)

**Provider**  
Name: [Adoption Inc. \(8036537\)](#)  
Type: Child Placing Agency

Licensor: Worker Rusk  
Class: [Adoption](#)

**Provider** | **License Information** | Fees | Site Visits | Non-Site Visits | Enforcements | Complaints/SIRs

**Application Activity**

Materials Sent to Licensee	Application Materials Received	Decision	Date
		<a href="#">Pending Continuation</a>	

[Insert](#)

**License Information**

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">Regular</a>	Active	04/01/2013	03/31/2015	50	0 to 17	Male/Fem	Worker Rusk
<a href="#">Regular</a>	Renewed	04/01/2011	03/31/2013	50	0 to 17	Male/Fem	Worker Bee
<a href="#">1st Probationary</a>	Renewed	09/17/2010	03/31/2011	50	0 to 17	Male/Fem	Worker Bee

[Save](#) [Close](#)

100%



3. The License Information page opens with the Decision defaulting to Pending Regular (for 1<sup>st</sup> Probationary or 2<sup>nd</sup> Probationary licenses) or Pending Continuation (for Regular licenses). If the Licensor is different from the primary licensor assigned to the provider record, click the [Search](#) hyperlink next to the Licensor field and search for the licensor. From the Options drop-down, select License Continuation Process and click Go.

**License Information -- Webpage Dialog**

**eWiSACWIS**

Resource TM Print Spell Check Help

**Provider**

Name: [Adoption Inc. \(8036537\)](#) Licensor: Worker Rusk [Search](#) ☐ Completed

Type: Child Placing Agency Status: Pending Continuation

**Application Activity**

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 00/00/0000

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Pending Continuation Decision Date: 00/00/0000

**License**

License Type: Regular ☐ Amended

Effective From: 04/01/2015 Operated for Profit: ☒

Effective To: 03/31/2017 Owner Type:

LOT Sent: 00/00/0000 Capacity: 50 Gender: Male/Female Age Range: 0 to 17

Amount Due: \$254.10 Sponsor:

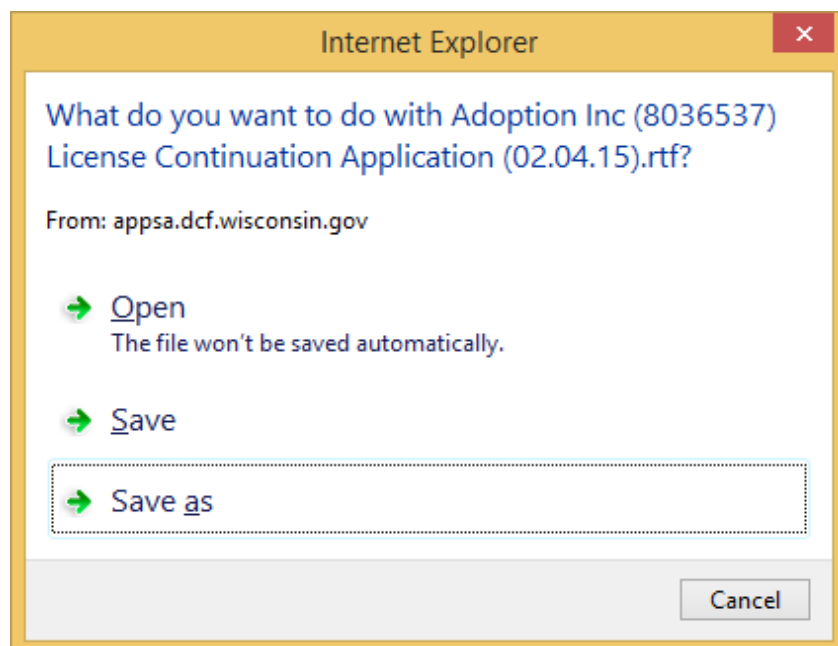
Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: Text [Go](#) [Save](#) [Close](#)

Facility License and Letter of Transmittal  
Final Notice - Probationary License Expiring  
License Continuation Process  
Warning - Past Due License Continuation Process

4. A pop-up to either open or save the license continuation application will appear. Select “Save as” and save the file to a location on your computer.



**Note:** The Materials Sent to Licensee will fill to today's date (the day you create the License Continuation Process template).

**Note:** To add the continuation application to PIE, access the documents from the location on your computer.

5. Enter the Application Materials Received date.
6. When creating the "Warning – Past Due License Continuation Process" letter, the Warning Notification date will fill with today's date. When creating the "Final Notice – Probationary License Expiring" letter, the Final Notification to Licensee date will fill with today's date.

**License Information -- Webpage Dialog**

**eWiSACWIS** Resource TM Print Spell Check Help

**Provider**

Name: [Adoption Inc. \(8036537\)](#) Licensors: Worker Rusk [Search](#) ☐ Completed

Type: Child Placing Agency Status: Pending Continuation

**Application Activity**

Materials Sent to Licensee: 02/04/2015 Application Materials Received: 02/27/2015

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 03/11/2015

**License**

License Type: Regular ☐ Amended

Effective From: 04/01/2015 Operated for Profit: ☒

Effective To: 03/31/2017 Owner Type: Corporation/Profit

LOT Sent: 03/11/2015 Capacity: 50 Gender: Male/Female Age Range: 0 to 17

Amount Due: \$254.10 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options:

7. If applicable, select the appropriate License Type. The Effective From date is pre-filled with the day after the Effective To date on the Active (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular) license and the Effective To pre-fills 2 years from the Effective From date. If the Effective From or Effective To dates should be different than the date eWiSACWIS determined, update the date(s).

If the license is being amended, select the Amended checkbox. An Amended Reason field will appear. Enter the reason(s) for amendment.

Enter the LOT Sent date. Select the Owner Type. If applicable, enter the Sponsor. If applicable, select any Specialized Program(s).

**Note:** The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click on the Name hyperlink in the Provider group box at the top of the page [in this example: [Adoption Inc. \(8036537\)](#)].

**Note:** The Amount Due field will pre-fill based on the type of provider license (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular), type of provider (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, it will enter a row (License Fee Due) on the Fees tab of the Facility License page.

8. When all applicable data has been completed, click Save. Under the Options drop-down, select the Facility License and Letter of Transmittal option and click Go to export the license and LOT.

**License Information -- Webpage Dialog**

**Provider**

Name: Adoption Inc. (8036537)      Licenser: Worker Rusk      [Search](#)      ☐ Completed

Type: Child Placing Agency      Status: Pending Continuation

**Application Activity**

Materials Sent to Licensee: 02/04/2015      Application Materials Received: 02/27/2015

Warning Notification: 00/00/0000      Final Notification to Licensee: 00/00/0000

Decision: Create License      Decision Date: 03/11/2015

**License**

License Type: Regular      ☐ Amended

Effective From: 04/01/2015      Operated for Profit: ☒

Effective To: 03/31/2017      Owner Type: Corporation/Profit

LOT Sent: 03/11/2015      Capacity: 50      Gender: Male/Female      Age Range: 0 to 17

Amount Due: \$254.10      Sponsor:

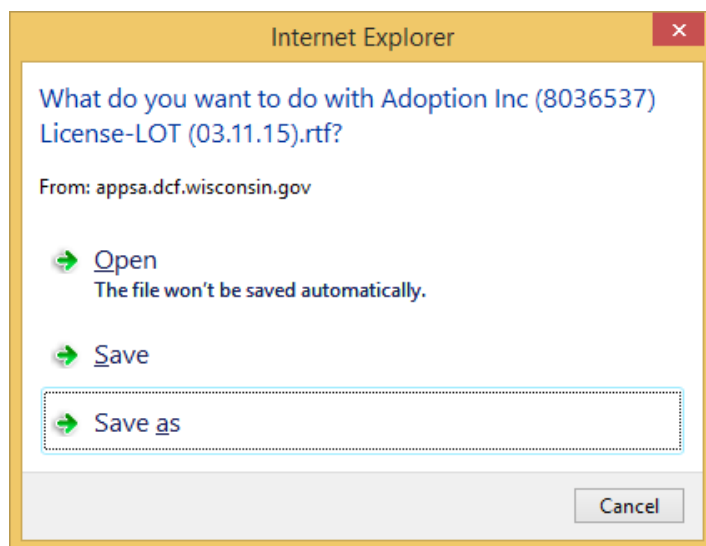
Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: Text      [Go](#)      [Save](#)      [Close](#)

Facility License and Letter of Transmittal  
Final Notice - Probationary License Expiring  
License Continuation Process  
Warning - Past Due License Continuation Process

9. A pop-up to either open or save the license and LOT will appear. Select “Save as” and save the file to a location on your computer. To add the license and LOT to PIE, access the documents from the location on your computer.



10. When all information has been completed and you are ready to license the facility, click the Completed checkbox on the top right and then click Save. Click the Close button to return to the Facility License page.

**License Information -- Webpage Dialog**

**eWiSACWIS** Resource TM Print Spell Check Help

**Provider**

Name: [Adoption Inc. \(8036537\)](#) Licensors: Worker Rusk [Search](#) ☒ Completed

Type: Child Placing Agency Status: Pending Continuation

**Application Activity**

Materials Sent to Licensee: 02/04/2015 Application Materials Received: 02/27/2015

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 03/11/2015

**License**

License Type: Regular ☐ Amended

Effective From: 04/01/2015 Operated for Profit: ☒

Effective To: 03/31/2017 Owner Type: Corporation/Profit

LOT Sent: 03/11/2015 Capacity: 50 Gender: Male/Female Age Range: 0 to 17

Amount Due: \$254.10 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options:  Go